

**POSITION DESCRIPTION: HISTORIAN**

- Each August organizes and posts the prior year's history on the website, into the existing historical review document.
- Archives with historical society documents three years old or older after presenting inventory of documents to chair and planning subcommittee.
- Documents inventory of items given to historical society, and when submitted.
- Documents ICCW-sponsored events with camera purchased by ICCW. Designates another ICCW member to take pictures if unable to attend function.
- Maintains an annual scrapbook in looseleaf binder provided, and passes on to incoming historian at end of term. Documents must include:
  - Official roster
  - Copies of minutes for:
    - general meetings
    - planning subcommittee
    - subcommittees
  - Treasurer reports as presented monthly
  - Projects completed by each year's designated and ad hoc subcommittees, and by the committee of the whole
  - Photos
  - Electronic (disk or CD) copy of cumulative ICCW historical review
  - Any pertinent information on website
- Forwards scrapbook to next elected historian on or before September 1 of each year.
- Attends monthly planning subcommittee meetings and monthly meetings of the committee of the whole.

**If elected, I agree to fulfill the duties as described above.**

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(nominee signature)

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(date)